IOWA COMMUNITY COLLEGES
COMPETENCY CERTIFICATE

Des Moines Area Community College
Eastern Iowa Community College District
   Clinton Community College
   Muscatine Community College
   Scott Community College
Hawkeye Community College
Indian Hills Community College
Iowa Central Community College
Iowa Lakes Community College

for
Statewide Articulation

This award certifies that

Iowa Valley Community College District
   Ellsworth Community College
   Marshalltown Community College
Iowa Western Community College
Kirkwood Community College
North Iowa Area Community College
Northeast Iowa Community College
Northwest Iowa Community College
Southeastern Community College
Southwestern Community College
Western Iowa Tech Community College

_____   _____   _____
Name   High School   City/Town

Has achieved and demonstrated the necessary articulated competencies for
(   ) Keyboarding I   (   ) Keyboarding II
(   ) Accounting Fundamentals

And is therefore recognized

This _____ Day of _____, 200____.

_____   _____
Instructor   Principal

_____
Telephone Number

ARTICULATION

Iowa business and technology educators have identified competencies for the equivalent of three (3) courses that may be articulated to Iowa Community Colleges within one (1) year of high school graduation and reflected on the student's college transcript. These three courses are:

- Keyboarding I
- Keyboarding II
- Accounting Fundamentals

PROCEDURE

1. The high school business and technology instructor will validate that the identified competencies have been met by the student and sign the course competency certificate.
2. The business and technology instructor and the high school principal will issue a competency certificate to the student which must be accompanied with the course competency checklist.
3. The student will then submit the competency certificate to the Business and Technology Department or designated representative of the community college for enrollment and placement during the admission process.

Following application and a review of the certificate(s), the respective community college will determine the "advanced standing status" of the student. To officially obtain advanced standing status, the student must be admitted to one of the community colleges and enroll in a Business and Technology program of study within one academic year of graduation from high school. The advanced standing will be reflected on the student's college transcript in accordance with community college guidelines. Students making application to programs other than Business and Technology should contact the appropriate community college concerning advanced standing.